



CITY OF FAIRFIELD

Founded 1856

Incorporated December 12, 1903

Home of
Travis Air Force Base

September 29, 2004

COUNCIL

Mayor
Karin MacMillan
707.428.7395

Vice-Mayor
Harry T. Price
707.429.6298

Councilmembers
707.429.6298

Jack Batson

John English

Marilyn Farley

...

City Manager
Kevin O'Rourke
707.428.7400

...

City Attorney
Greg Stepanicich
707.428.7419

...

City Clerk
Arietta K. Cortright
707.428.7384

...

City Treasurer
Oscar G. Reyes, Jr.
707.428.7496

DEPARTMENTS

Community Services
707.428.7465

...

Finance
707.428.7496

...

Fire
707.428.7375

...

Human Resources
707.428.7394

...

Planning &
Development
707.428.7461

...

Police
707.428.7551

...

Public Works
707.428.7485

Peter B. Foor
Presiding Judge of the Superior Court
Superior Court Executive Office
600 Union Avenue
Fairfield, CA 94533

SUBJECT: Response to 2003/2004 Solano County Grand Jury Report

Dear Honorable Judge Foor:

Below are responses to the Grand Jury Report regarding Detention/Holding Facilities and Emergency Services as they relate to the Fairfield Police Department.

Detention/Holding Facilities:

Finding #1 – Holding cells and booking area appeared safe and clean.

We agree with this finding.

Recommendation #1 – None.

Finding #2 – The Sally Port was a combination of a prisoner transfer area, supply storage and maintenance facility for the department vehicles. Tools and supplies, which could be used as weapons, were within easy access of prisoners. General clutter was observed. The same deficiencies were noted in the 2002 – 2003 Grand Jury report and have yet to be corrected. Statements by city personnel indicate the maintenance facility will not be relocated to a former fire station until approximately September 2004.

We partially disagree with this finding based upon the date of the Grand Jury's inspection. The Sally Port is no longer a combination of a prisoner transfer area, supply storage, and maintenance facility for the department vehicles. The vehicle maintenance operation has been moved from the Sally Port as of June 23, 2004, and relocated to the vacant fire station on Union Avenue. The Sally Port is no longer used for vehicle maintenance. We agree there are still supply storage items located in the Sally Port area.

Recommendation #2 – All items stored directly adjacent to the prisoner transfer area should be moved and/or secured. Better safety precautions should be in place for the protection of maintenance personnel during prisoner transfer. The Sally Port should be used for safely transferring prisoners from vehicles to holding cells. Any other use should be secure enough to prohibit possible injury to prisoners or staff from items in the area used as weapons. The transfer of the maintenance facility out of the Sally Port should be expedited.

The majority of this recommendation has been implemented with the relocation of the vehicle maintenance facility. The Sally Port, out of necessity, must still accommodate a wide variety of uses. The vehicle maintenance move, which included all personnel and their equipment, was completed on June 23, 2004, significantly ahead of the projected September date. We are currently working with Building Maintenance personnel to construct shelves at a safe distance from the prisoner transport door that will be utilized to house the paper goods and other supplies that will continue to be stored in the Sally Port area. After the shelving is completed, we will then have the ability to maintain a clear and safe distance on both sides of the transport door. All other items stored in the Sally Port (i.e. bicycles, large pieces of evidence/property etc.) will be kept in locations, within the Sally Port, that will not be an officer safety concern.

There is a temporary storage container located in the Sally Port. This container will be moved after the remodel of our property and evidence storerooms is completed. We anticipate completion, and removal of the container, by the end of December 2004.

Emergency Services:

Eleven findings and recommendations were made by the Grand Jury under this section of Emergency Services. As outlined in the "Procedure for Response to the Annual Grand Jury Report", responses to only those findings and recommendations relating to matters under the Fairfield City Manager's control and area of responsibility have been submitted. It is our understanding the Fire Department is handling Findings # 3 and 5.

Finding #2 - Within some agencies, there seems to be confusion about who would activate the EOC and who has authority to make appropriate and crucial decisions relating to the necessary response, material, supplies and the request for mutual aid.

In the case of the City of Fairfield, we disagree with this finding. There is no confusion in Fairfield. The City of Fairfield Emergency Operations Center may be activated by the City Manager or senior personnel from any of the following departments or divisions:

Fire Department
Police Department

Public Works Department
Communications Center

Recommendation #2 – The County Administrator (CAO) and each City Manager should review and define their respective emergency administrative roles and clearly communicate these responsibilities to members of the EOC team.

This recommendation has been implemented. The City of Fairfield's Emergency Operations Plan documents and clarifies the City of Fairfield's role in disaster management and emergency response. We recognize three levels of disaster that correspond to the State of California Office of Emergency Services guidelines.

Finding #7 - Some of the agencies do not have dedicated space for a local EOC. In some cases the area is being used for other purposes and must be transformed in an emergency, which may in turn, hamper the response time.

We agree with this finding.

Recommendation #7 - Every effort should be made to provide dedicated space for an EOC. If space is unavailable, a dedicated area should consist of all necessary equipment and supplies to transform the area as soon as possible. Each local EOC needs to have back up power.

The recommendation has been implemented. The City of Fairfield lacks building or space resources for a dedicated Emergency Operations Center. Space is at a premium throughout City Hall and we have no provisions or plans for a single-use facility that would function solely as an EOC. However, we have the next best thing. The Briefing Room inside the Fairfield Police Department can quickly be converted into an EOC. We have laid telecommunications cabling to allow for multiple phone lines and computers. We have an overhead computer and projection system installed, along with multiple television monitors. Emergency back up power is provided. So while we lack the dedicated space, we have space that is readily available that can be quickly turned into the Fairfield Emergency Operations Center.

Finding #8 - Solano County has an automatic phone warning system for the entire County. Residents of an affected area can be warned by an automatic phone call with recorded instructions as to the situation. Local radio stations and television are also used to inform the public.

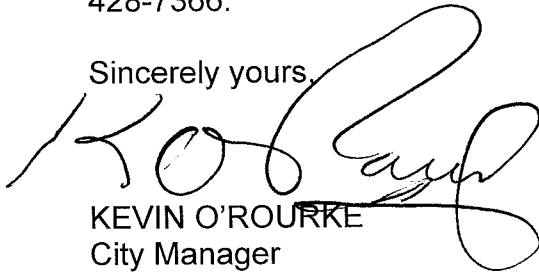
We agree with this finding.

Recommendation #8 – Agencies which have this valuable service should publicize this to their citizens.

We have implemented this recommendation. The Fairfield Police Department has the same automatic phone warning system as Solano County. The CityWatch system is used for emergency notifications and for making recorded messages to the citizens of Fairfield. We have publicized information about this system to the Fairfield community.

If you have any questions please contact Fairfield Police Chief Bill Gresham at (707) 428-7366.

Sincerely yours,

A handwritten signature in black ink, appearing to read "K O'Rourke", with a large, stylized flourish extending from the end of the signature.

KEVIN O'ROURKE
City Manager